Excel Essentials - Basic to Advanced
December 5, 2018  8:00 a.m. – 3:00 p.m.  $395
Led by: Dr. Sue Abdinnour

This course will give a quick overview of essential skills in Excel 2016. Whether you are a new Excel user or have been using it for a while, you will learn how to summarize, report, visualize, and analyze data. In today’s data-driven environment, every employee needs to know how to obtain data and build spreadsheet models to make good decisions. Many shortcuts to tasks in Excel that can save a lot of time and frustration will be covered.

Project Management Essentials
December 6-7, 2018  8:00 a.m. – 3:00 p.m.  $899
Led by: Ms. DeAnn Sullivan, PMP

As a project manager you understand the need for tools to help coordinate, plan, execute and complete projects on-time and on-budget. This program will give you hands-on experience and real-life applications for many of the widely recognized project management methods in business, including: work breakdown structure, network diagramming, critical path technique and Earned Value Management.


Dealing Effectively with Workplace Conflict
December 11, 2018  8:00 a.m. – 3:00 p.m.  $379
Led by: Ms. Lee Schmucker, MBA

Conflict triggers different behaviors in each person, from destructive to productive responses. While conflict can be very uncomfortable, it is a natural and inevitable part of relationships.

on track to learn…
• Identify general perceptions and emotions about conflict
• Develop a broad conceptual understanding of conflict
• Discover your own style in conflict
• Learn about other styles in conflict
• Learn how automatic thoughts influence destructive behaviors during conflict
• Identify and understand destructive conflict behaviors that you use
• Recognize automatic thoughts that you typically have during conflict
• Practice catching and re-framing automatic thoughts
• Learn a way to continue evaluating and improving conflict experiences
• Explore strategies that capitalize on productive conflict and its impact on effective teamwork

Improving Supervisory Skills
December 12, 2018  8:00 a.m. – 3:00 p.m.  $279
Led by: Dr. Gerald Graham

Dr. Graham will coach you in analyzing the differences that can make you an effective or ineffective supervisor. You’ll gain practical insights into common supervision mistakes and solutions to put you on the road of successful leadership.

on track to learn…
• What Does a Supervisor Do?
• Establishing Objectives
• Improving the Art of Delegation
• Problems in Communication
• What Motivates Employees?
• Employee Discipline
• Improving Leadership Ability

“Dr. Graham has a natural talent for connecting with learners. His positive approach in responding to differing opinions creates an environment where everyone feels valued. Each class I have taken provided me with leadership concepts that are easy to implement in my work area.”

Randy Stapp, Supervisor, Detroit Diesel, Emporia, KS

“Dr. Graham is a very good instructor and has a way of presenting information that really helps it stick.”

Tish Zachary Whiten, Kansas Air National Guard, McConnell AFB, Wichita, KS
Managing Project Teams
January 24-25, 2019  8:00 a.m. – 3:00 p.m.  $899
Led by: Ms. Christina House, MBA, PMP, ACC
Keeping a project team on schedule and focused on goals is a necessary and challenging skill set. It becomes even more challenging when one does not have full authority over team members as often occurs in project teams. Participants in this program will learn practical, hands-on techniques for overcoming major “project team” dysfunctions while developing skill sets in team selection and formation, facilitating team meetings and effectively communicating within the team as well as with sponsors.

on track to learn...
- The Foundation of Project Teams
- Selecting and Bonding as a Project Team
- Overcoming the Five Dysfunctions of a Project Team
- Understanding Facilitation as a Project Team Leader
- Communication for Project Leadership
- Managing Time and the Team Meeting

For more information about all CMD programs go to: www.cmd.wichita.edu

Marking the Art of Critical Conversations
January 29, 2019  8:00 a.m. – 3:00 p.m.  $279
Led by: Mr. Darian Bebout
Effective Communications are critical to the success of any team, organization or company. While authentic and consistent communications permit collaboration from top executives to non-managers, weak, unreliable and contradictory communications erode the foundations of trust and clarity which enable needed productivity. This course describes the art of conducting critical conversations to ensure the intended messages remain true and the effort provides the desired value.

on track to learn...
- Types of Critical Conversations
- Conversation Settings
- Conversation Goals
- Conversation Challenges
- Keys to Effective Conversations

Mark your calendars for the Spring Certificate programs
Leadership Elite begins Feb. 18, 2019
Supervisor begins Feb. 28, 2019
Managers Toolbox begins March 6, 2019
Market-Based Management begins March 11, 2019

Project Leadership & Communication
January 30-31, 2019  8:00 a.m. – 3:00 p.m.  $899
Led by: Dr. Gerald Graham
Leading and communicating within the delicate balance of personalities and talent in a project environment requires an astute understanding of the motivations, anxieties and goals of the team members you lead. Without the proper tools successful leaders employ, even the best planned project can end in failure. This useful program will equip project managers with the skills they need to lead and communicate effectively in a project environment, especially in projects where they don’t have direct authority over other members of the project team.

on track to learn...
- Clearly identify the role of a project leader
- Understand how to conduct a stakeholder analysis
- Describe project vision, objectives and scope
- Understand how to exert influence
- Improve communications with team members and stakeholders
- Develop and execute a communication plan
- Explain how to handle internal and external conflicts

GENERAL INFORMATION
Location: Seminars are held at the CMD Training Center, WSU Campus, Woodman Alumni Building, 4205 E. 21st Street, Wichita KS, unless otherwise noted. CMD offices are located in Room D09, Devlin Hall. WSU is a smoke-free campus.

Parking: Refer to the CMD map for parking locations and regulations. Bring your car license tag number to class, and place the confirmation letter on your dash as a parking permit.

Check-in Time: 7:30 a.m. to 7:55 a.m.

Seminar Fee Includes: All training materials, Continuing Education Units (CEUs/PDUs/contact hours), credit towards a CMD Certificate, parking, refreshments and a delicious lunch.

Where is the CMD?
Click on this QR code to find the video directions to the CMD classroom.